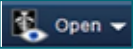
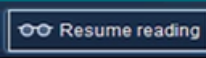


This Quick Reference Guide (QRG) demonstrates different functions available to use with reports in Enterprise Imaging.

Complete Reporting: Start and Navigate a Report

From the Task List:

STEP 1: Click the appropriate task to select it; then, click **Open** to view the patient's study. 


STEP 2: Click **Resume reading** to view the Ascend Report. 

STEP 3: Click the **Double Right Arrow** icon to expand the Findings to display full screen. 

STEP 4: Click the **Double Left Arrow** icon to return to the original view. 

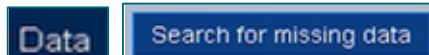
NOTE: **Clicking-and-dragging the border edge allows for manual adjustment to the borders of the Findings and Report panes.**

Use the scroll bar or the adjacent Left and Right Arrow icons to view more Findings information.


STEP 5: Address any **Red Exclamation Mark** icons in the toolbar during review of the report. 


Search for Missing Information

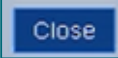
STEP 1: To search for missing data, click **Data** in the toolbar menu; then, click **Search for missing data**.



STEP 2: Search for missing information in the **Unmatched Data** window using the time stamp, source, patient name, birthdate, MRN, account number, accession number, or information fields.


STEP 3: After entering the search terms, click **Refresh**. 

STEP 4: Click **Import** to import the information. 


STEP 5: Click **Close** to exit the Data Import window. 


Add Participants to a Report

STEP 1: Add participants to the report using the **Participants** option in the toolbar menu. 


STEP 2: Select the appropriate check boxes in the **Participants** window; then, click **OK**. 

Add Study Details

STEP 1: Click **Study Details** in the toolbar menu. 

STEP 2: Document the missing details; then, click **OK**. 


Reset Study


STEP 1: Click **Workflow** in the toolbar menu. 

STEP 2: Click **Reset Study**. 

STEP 3: Click **Close**. 

Print Report to a PDF


STEP 1: Click **Print** in the toolbar menu. 

STEP 2: Click the **Print** icon. 


STEP 3: Click **Close**. 

Begin Reporting: Search for Items in the Report

From the Ascend Report screen:

STEP 1: Click the **Search** tab. 

STEP 2: Click the **Search** field.

STEP 3: Type the search term; then click the **Search** icon. 


NOTE: To search by an exact phrase, select the **Exact Phrase** check box.

STEP 4: Click the **Plus** icon next to the section to navigate to it. 

STEP 5: Click the red hyperlink to open the corresponding page.

STEP 6: Click the **X Close** button to close the Search window. 

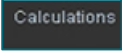
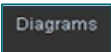

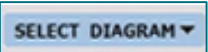

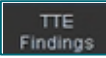



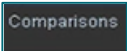
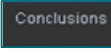



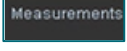
Review the Index Tab

STEP 1: Click the **Index** tab. 

NOTE: Use the **Index headings** to review or navigate directly to a section in the report.

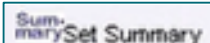
Review Non-Static Tabs

STEP 1: While the **Search** and **Index** tabs are static and always display in blue, there are numerous other tabs that can be accessed using the **Left** and **Right Arrow** icons:

- Calculations tab. 
- Diagrams tab: Diagrams that display on the left also display on the right, in the Reports tab. Clear the check box to remove the diagram from the Reports tab. Use the Select Diagram button to change the diagram type.   
- Minor abnormalities tab. 
- TTE Findings tab: Displays the data pulled in from a clinical device. Click a heading to view the corresponding findings. Add text to a report using the Note Page icon. Use the Spell Check icon to edit the text. Use the Lightning Bolt icons to quickly add data from a heading to the report.    
- Comparisons tab. 
- Conclusions tab. 
- Prior reports tab: View the patient's prior reports. 
- History tab. 
- Study tab: View patient information including height, weight, heart rate, and blood pressure. 
- Measurements tab. 

Complete Reporting: Customize the Report Tab

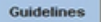
STEP 1: Right-click any section to access a menu of options for deleting, moving, editing, or adding free text. Click **Set Summary** in the menu to add a section to the Summary section.



STEP 2: Right-click any item in the **Summary** section to re-order the list.

Review the Guidelines Tab

STEP 1: The Guidelines tab allow access to guidelines for what is considered mild, moderate, or severe.

A rectangular button with a light blue background and a dark blue border, containing the text "Guidelines" in a dark blue font.

STEP 2: Click **Select Guideline** to view a guideline for a particular condition.

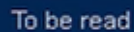
A rectangular button with a light blue background and a dark blue border, containing the text "SELECT GUIDELINE" in a dark blue font, followed by a small downward-pointing triangle.

Send the Report

STEP 1: Click the **Report** tab.

A small, dark blue rectangular button with the text "Report" in a white font.

STEP 2: Click **To be read**.

A dark blue rectangular button with the text "To be read" in a white font.